

## APPLICATION FOR MICHIGAN TEACHER PERMIT

(SEE INSTRUCTIONS ON REVERSE SIDE)

### SCHOOL DISTRICT/SCHOOL INFORMATION

DISTRICT'S/SCHOOL'S LEGAL NAME	PUBLIC SCHOOL CODE #     -	NONPUB SCH BLDG # 	PHONE: Area Code/Local #
DISTRICT'S/SCHOOL'S ADDRESS	CITY	ZIP CODE	

### TEACHER APPLICANT INFORMATION

SOCIAL SECURITY NUMBER 10	GENDER 19 <input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH 20	
NAME (Last) (First) (Middle or Maiden) 22			
ADDRESS 47	CITY 72	STATE 87	ZIP CODE 89
COLLEGE/UNIVERSITY ATTENDED	DEGREE(S) EARNED	HAS APPLICANT EVER HELD A MICHIGAN TEACHING CERTIFICATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		HAS APPLICANT EVER HELD A TEACHING CERTIFICATE FROM ANOTHER STATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
HAS APPLICANT EVER NULLIFIED A MICHIGAN TEACHING CERTIFICATE OR ENDORSEMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No	SIGNATURE I agree to the submission of this application on my behalf. _____ <i>Teacher Applicant's Signature</i>		
IN INSTANCES INVOLVING NULLIFICATION, A PERMIT MUST BE OBTAINED PRIOR TO PLACEMENT.	_____ <i>Date</i>		

### TYPE OF PERMIT REQUESTED

CHECK ONLY ONE: <input type="checkbox"/> Full-Year <input type="checkbox"/> Emergency (Rule 45) <input type="checkbox"/> Section 1233(b)	SUBJECT(S) TO BE TAUGHT: 99 _____	GRADE LEVEL: <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School
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### ASSIGNMENT HISTORY

Has applicant taught this school year? <input type="checkbox"/> Yes <input type="checkbox"/> No	If answer is yes, what date did applicant start teaching this school year? _____
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### VERIFICATION OF SEARCH FOR A CERTIFIED TEACHER

YES NO	THE POSITION VACANCY NOTICE WAS POSTED AT COLLEGES AND UNIVERSITIES THROUGHOUT MICHIGAN FOR THE CURRENT SCHOOL YEAR.
<input type="checkbox"/> <input type="checkbox"/>	THE POSITION VACANCY NOTICE WAS ADVERTISED IN THE MASS MEDIA (NEWSPAPERS, WEBSITES, TELEVISION, RADIO, ETC.) FOR THE CURRENT SCHOOL YEAR.
<input type="checkbox"/> <input type="checkbox"/>	AN EMERGENCY SITUATION EXISTS SINCE AN APPROPRIATELY CERTIFIED AND QUALIFIED TEACHER IS NOT AVAILABLE FOR THE ASSIGNMENT. FAILURE TO AUTHORIZE THIS PERMIT WILL DEPRIVE CHILDREN OF AN EDUCATION.

### DISTRICT CERTIFICATION

I certify under oath that the requirements for the requested permit have been met and that no appropriately certificated and qualified teacher was available at the time of the assignment.

Subscribed and sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_

\_\_\_\_\_  
*Notary*

in and for \_\_\_\_\_ County.

My commission expires \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
*Superintendent/Chief Official Signature*

\_\_\_\_\_  
*Date*

APPLICATIONS MUST BE SUBMITTED TO THE STATE CERTIFICATION OFFICE WITHIN 30 CALENDAR DAYS AFTER EMPLOYMENT. FAILURE TO SUBMIT THE APPLICATION BY THE APPROPRIATE DEADLINE MAY RESULT IN A STATE AID PENALTY AS REQUIRED BY SECTION 163 OF THE STATE AID ACT. IN INSTANCES INVOLVING NULLIFICATION, A PERMIT MUST BE OBTAINED PRIOR TO PLACEMENT.

## INSTRUCTIONS FOR FORM TE-4127

Permits authorizing an individual who is not appropriately certified and/or endorsed to teach in grades K-12 in a public school, public school academy or private school, are granted only to the local or regional/intermediate district or school based on the recommendation of the superintendent/chief official.

Please review the following permit regulations to assess a candidate's potential eligibility before submitting an application. Following this, complete each section of this form, attach the required documentation and submit all information to the address on the front of this application form.

**PLEASE NOTE: ALL SECTIONS OF THE APPLICATION FORM MUST BE FILLED OUT COMPLETELY, AND IT MUST BE SIGNED BY THE SCHOOL OFFICIAL, TEACHER APPLICANT, AND NOTARY, OR THE APPLICATION WILL BE RETURNED. IN INSTANCES INVOLVING NULLIFICATION, A PERMIT MUST BE OBTAINED PRIOR TO PLACEMENT.**

**I. FULL-YEAR PERMIT:** Valid for teaching in a regular assignment for the entire school year.

Minimum Credit Requirements:

- a) Completion of 120 semester hours of satisfactory college credit at an approved teacher preparation institution.
- b) Fifteen semester hours of professional education credit in an approved teacher preparation program.

Documentation Requirements:

- a) Completed application form.
- b) An up-to-date transcript of credits completed, **OR** a copy of a current or expired Michigan teaching certificate. (Academic progress reports, internet transcripts, grade reports, etc. are not acceptable.)

**The full-year permit may only be renewed the following school year if the school district or school can again verify or provide updated documentation that it is unable to find a certified teacher and the candidate has completed six additional semester hours of credit toward appropriate certification.**

**II. EMERGENCY PERMIT:** Valid for teaching in an emergency situation when the school district/school is unable to find an appropriately certified teacher or an individual who meets full-year permit requirements and the lack of a teacher will deprive children of an education.

Minimum Credit Requirements:

Completion of a baccalaureate or higher degree at a regionally or nationally accredited college or university, **OR** current enrollment and completion of at least 90 semester hours of credit in an approved teacher preparation program.

Documentation Requirements:

- a) Completed application form.
- b) An up-to-date transcript of credits completed. (Academic progress reports, internet transcripts, grade reports, etc. are not acceptable.)

**This permit may only be renewed the following school year if an emergency situation continues to exist and the school district or school can again verify or provide updated documentation that it is unable to find a certified teacher or an individual who meets full-year permit requirements.**

**III. SECTION 1233(b) PERMIT:** Valid for teaching computer science, a foreign language, mathematics, biology, chemistry, engineering, physics, or robotics, **in grades 9-12.**

Minimum Requirements:

- a) Possess an earned bachelor's degree from an accredited postsecondary institution.
- b) Have a major or graduate degree in the field of specialization which will be taught.
- c) Have not less than two years of occupational experience, in the five-year period immediately preceding the date of hire, in the field of specialization which will be taught (except for those teaching a foreign language).

**OR**

The noncertified teacher is in a planned program and completing credit annually toward appropriate certification.

Documentation Requirements:

- a) Completed application form.
- b) An up-to-date transcript of credits completed.
- c) Documentation verifying work experience in the preceding five-year period (except for those teaching a foreign language).

**OR**

- d) Completed application form.
- e) Verification from an approved teacher preparation institution that the applicant is currently enrolled and completing credit in an approved teacher preparation program. (Please provide a copy of the applicant's planned program leading to teacher certification and verification of enrollment in that program.)

**This permit may be renewed the following school year without advertising for a certificated teacher, if the teacher is annually and continually enrolled and completing credit in an approved teacher preparation program leading to a provisional certificate and he/she has passed both the basic skills and subject area examination in the field of specialization being taught.**

NOTE: PUBLIC ACT 339 OF 1988 MANDATES THE COLLECTION OF FEES FOR TEACHING CERTIFICATES AND PERMITS. THE ACT ESTABLISHED A \$25 FEE FOR TEACHER PERMITS. THE CANDIDATE WILL BE BILLED FOR THE \$25 AFTER THE PERMIT IS APPROVED. **DO NOT SEND PAYMENT WITH THE APPLICATION FORM.**

**THIS FORM CAN BE DUPLICATED**